



# Joint Permit Application

## For Work Within the Louisiana Coastal Zone

### What is the purpose of the Joint Permit Application?

This Joint Permit Application was developed to facilitate the state and federal permit application process administered by the Louisiana Department of Natural Resources/Coastal Management Division (CMD) and the U.S. Army Corps of Engineers (COE) for work within the Louisiana Coastal Zone.

To simplify the permit application process, the Joint Permit Application is a multi-purpose application. It may be used to apply for a Coastal Use Permit (CUP) and/or a Department of the Army Permit under Section 10 of the Rivers and Harbors Act and/or Section 404 of the Clean Water Act. This application may also be used to apply for a Solicitation of Views (SOV) or a CMD Request for Determination (RFD). Review the instructions below, then proceed to Step 1.

### Instructions

#### How do I complete the Joint Permit Application?

There are two parts to the Joint Permit Application package:

1. Joint Permit Application, and
2. Maps and Drawings.

**An accurate/complete application is required for processing; inaccurate/missing information may delay processing. Follow the instructions below to complete the application. Specific instructions are provided with each Step.**

- Type or print clearly using black or blue ink;
- Steps 1 through 16 must be completed; write "N/A" if information does not apply to your proposed project. It is not necessary to write "N/A" on the Steps that you have been asked to skip;
- Although you may not be required to complete each Step, it is important to check the box at the end of each Step to track your progress and ensure that no Step has been overlooked.
- When additional space is needed, include an 8½ x 11 sheet of paper identifying the Step number.

**When you have questions or need assistance in completing the application package:**

- Refer to the "Glossary of Terms" (See page 10.);
- Refer to "Frequently Asked Questions" (See page 12.);
- Contact the Coastal Management Division at 1-800-267-4019 or 225-342-7591; or
- Contact your local coastal parish program (See page 11.).

☐ Check this box when you have read the instructions; then proceed to Step 1.

### Step 1 of 16

Complete the following information about the applicant.

#### Who is the applicant for the proposed project?

*Note: Applicants may be either the landowner, person or company that is responsible for the proposed project.*

**Applicant/Company Name:**

Individual Person or Corporation/Company

**Mailing Address:**

Street Address or P.O. Box

Unit/Apartment #

City

State

Zip

**Contact Information:**

Name of Contact Person (not the agent)

E-Mail Address

( )

( )

Area Code Daytime Telephone Number

Area Code Fax Number

☐ Check this box when you have completed Step 1; then proceed to Step 2.

**Step 2 of 16**

Is an agent being used for the proposed project?

*Note: An agent is not required.*

Is an agent being used for the proposed project?

- ☐ **NO** (If NO, proceed to Step 3.)  
☐ **YES** (If YES, complete the following information.)

Agent Company Name:

Corporation/Company

Mailing Address:

Street Address or P.O. Box

Unit/Apartment #

City

State

Zip

Contact Information:

Name of Contact Person

E-Mail Address

( )

Area Code Daytime Telephone Number

( )

Area Code Fax Number

☐ Check this box when you have completed Step 2; then proceed to Step 3.

**Step 3 of 16**

What type of permit or action would you like to request?

*Note: You may need the approval of other federal, state or local agencies for your project.*

*Note: For questions concerning the CUP, SOV or RFD, call CMD at:*  
• 1-800-267-4019  
or  
• 225-342-7591

Check ☒ the appropriate box(es) to indicate the type of permit or action that you would like to request.

☐ **Coastal Use Permit (CUP), Clean Water Act Permit (Section 404), Rivers and Harbors Act (Section 10)**

The purpose of the CUP is to ensure that any activity affecting the Coastal Zone is completed in a manner that is consistent with the Louisiana Coastal Resource Program.

The purpose of the Department of the Army permit program under Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act is to review and evaluate proposals for dredging, filling, and/or placement of structures in waterways and wetlands in order to determine whether a permit should be granted or denied based on expected impacts to the overall public interest.

☐ **Solicitation of Views (SOV)**

If you wish to find out if your project is in the Coastal Zone or if you wish to determine if there are special features of the area that may impact your project design or the length of time it might take to obtain a permit, you may request a SOV. No application fee is assessed for SOV requests. The following Steps must be completed to obtain an informal determination.

- Step 1, Step 2, Step 6, Step 14, Step 16; and
- Step 13 - (Vicinity plat showing project location and extent is required; cross section and plan views are useful, if available.)

☐ **Request for Determination (RFD) - CMD only**

If you wish to obtain a formal determination as to whether or not a CUP would be required for a particular activity, you may submit a RFD. The appropriate application fee will be assessed for RFD requests. The following Steps must be completed to obtain a RFD.

- Step 1, Step 2, Step 5, Step 6, Step 8, Step 10, Step 14, Step 16; and
- Step 13 - (Vicinity plat showing project location and extent is required; cross section and plan views are useful, if available.)

☐ Check this box when you have completed Step 3; then proceed to Step 4.

**Step 4 of 16**

Have you participated in a Pre-Application or Geological Review Meeting or obtained a wetland determination?

*Note: To schedule a Pre-Application and/or a Geological Review Meeting, call CMD at 1-800-267-4019.*

*Note: To apply for a wetland determination, call the COE at 504-862-1627.*

a. Have you participated in a Pre-Application or Geological Review Meeting for the proposed project?

- ☐ **NO** (If NO, proceed to Step 4b.)  
☐ **YES** (If YES, complete the following information.)

Date meeting was held: \_\_\_\_/\_\_\_\_/\_\_\_\_

Attendees:

Individual or Company Representative

CMD Representative

COE Representative

b. Have you obtained an official wetland determination from the COE for the project site?

- ☐ **NO** (If NO, proceed to Step 4c.)  
☐ **YES** (If YES, include a copy with this application.)

c. Is this application a mitigation plan for another CUP?

- ☐ **NO** (If NO, proceed to Step 5.)  
☐ **YES** (If YES, identify the permit number of the project requiring mitigation.)

Permit Number: \_\_\_\_\_

☐ Check this box when you have completed Step 4; then proceed to Step 5.

**Continue to page 3 for Step 5.** 



## Joint Permit Application *Continued (page 3 of 12)*

### Step 5 of 16

**What permits/certifications have you previously requested for the proposed project?**

*Note: Additional sheets may be required for agency name, permit number and status information.*

- a. Is this application a change to an existing permit?
- ☐ **NO** (If NO, proceed to Step 5b.)
- ☐ **YES** (If YES, identify the existing permit number.)

Permit Number: \_\_\_\_\_

- b. Have you *previously* applied for a permit for all or any part of the proposed project?

- ☐ **NO** (If NO, proceed to Step 6.)
- ☐ **YES** (If YES, complete the following information for the proposed project.)

	Agency Name	Permit Number	Decision Status			Decision Date
			Approved	Denied	Pending	
	CMD	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____/____/____
	COE	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____/____/____
	Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____/____/____

☐ Check this box when you have completed Step 5; then proceed to Step 6.

### Step 6 of 16

**Where will the proposed project be located?**

*Note: The following websites may provide assistance in completing the latitude/longitude and directions:*

- Sonris on CMD website
- MapQuest.com
- Topozone.com

Complete the following information to identify the exact location of the proposed project.

- a. Physical Location:

Parish \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Street Address (If known) \_\_\_\_\_

- b. Latitude and Longitude:



Must be included in all applications.

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Degrees Minutes Seconds Degrees Minutes Seconds

- c. Section, Township, Range: (if available)

Section # \_\_\_\_\_ Township # (Specify North or South.) \_\_\_\_\_ Range # (Specify East or West.) \_\_\_\_\_

Section # \_\_\_\_\_ Township # (Specify North or South.) \_\_\_\_\_ Range # (Specify East or West.) \_\_\_\_\_

- d. Lot #, Tract #, Parcel # or Subdivision Name: (if known)

Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

Tract # \_\_\_\_\_ Subdivision Name \_\_\_\_\_

- e. Site Directions: Directions to the proposed project site must be identified in order to process the application.

**Example:**

START - I-10 toward Baton Rouge. Exit #153 toward Port Allen. US-190 West/LA-1 North ramp. RIGHT onto LA-987 1/Bridge Side Road. RIGHT onto LA-986/North River Road to Popular Grove Plantation directly behind guest parking lot in rear. - END

*Note: Directions may include the following:*

- Nearest town/city
- Highways
- Intersections
- Street names
- Landmarks
- Start/end point

☐ Check this box when you have completed Step 6; then proceed to Step 7.

**Continue to page 4 for Step 7.**

## Step 7 of 16

### Who are the adjacent landowners?

**Note:** Adjacent landowner information is usually available through the office of the tax assessor in the parish where the project is to be developed.

**Note:** Additional sheets may be required if there are more than four adjacent landowners.

Complete the following information to notify adjacent landowners whose property adjoins the proposed project site.

#### Adjacent Landowner #1:

Name of Adjacent Landowner

#### Mailing Address:

Street Address or P.O. Box

Unit/Apartment #

City

Parish

State

Zip

#### Adjacent Landowner #2:

Name of Adjacent Landowner

#### Mailing Address:

Street Address or P.O. Box

Unit/Apartment #

City

Parish

State

Zip

#### Adjacent Landowner #3:

Name of Adjacent Landowner

#### Mailing Address:

Street Address or P.O. Box

Unit/Apartment #

City

Parish

State

Zip

#### Adjacent Landowner #4:

Name of Adjacent Landowner

#### Mailing Address:

Street Address or P.O. Box

Unit/Apartment #

City

Parish

State

Zip

☐ Check this box when you have completed Step 7; then proceed to Step 8.

## Step 8 of 16

### What is the purpose of the proposed project?

**Note:** We are required to review the justifications and needs for your project. Providing detailed information at the time of application may expedite processing of your proposal.

**Note:** Additional sheets may be required to explain why the proposed project is needed.

Complete the following information to identify the purpose and need for the proposed project.

#### a. Project Name and/or Title:

#### b. Project Type: (Check ☒ the appropriate box. See the "Glossary" on page 10 for the definitions of terms.)

☐ Non-Residential

☐ Residential

#### c. Check ☒ the appropriate box(es) to identify what will be done for the proposed project.

☐ Bridge/Road

☐ Home site/Driveway

☐ Pipeline/Flow line

☐ Rip rap/Erosion control

☐ Bulkhead/Fill

☐ Levee construction

☐ Plug/Abandon

☐ Site clearance

☐ Drainage improvements

☐ Maintenance dredging

☐ Production barge/Structure

☐ Subdivision

☐ Drill barge/Structure

☐ Other structures

☐ Prop washing

☐ Vegetative plantings

☐ Drill site

☐ Pilings

☐ Remove structures

☐ Wharf/Pier/Boathouse

☐ Other (Please specify.)

#### d. Why is the proposed project needed?

☐ Check this box when you have completed Step 8; then proceed to Step 9.

Continue to page 5 for Step 9. 



## Joint Permit Application *Continued (page 5 of 12)*

### Step 9 of 16

#### What is the status of the proposed project?

**Note:** Show and identify planned, in progress, completed work and dimensions for excavations and fill on the Plan View and Cross Section Drawings.

Complete the following information to indicate the start/end dates and the current status of the proposed project.

a. Proposed project start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Proposed project completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

b. Is any of the project work in progress?

☐ NO (If NO, proceed to Step 9c.)

☐ YES (If YES, show and identify the work in progress on the Plan View and Cross Section Drawings.)

c. Is any of the project work complete?

☐ NO (If NO, proceed to Step 10.)

☐ YES (If YES, show and identify the work completed on the Plan View and Cross Section Drawings.)

☐ Check this box when you have completed Step 9; then proceed to Step 10.

### Step 10 of 16

#### How would you describe the proposed project?

**Note:** To apply for a wetland determination, call the COE at 504-862-1627.

**Note:** Information provided in this Step must be consistent with Maps and Drawings.

Complete the following information to describe structures, materials and methods for the proposed project.

a. **Excavations:** (Check ☒ the appropriate box(es) and indicate excavations in cubic yards and acres using the formulas below.)

Cubic yards are determined by using this formula. (Length (ft.) X Width (ft.) X Depth (ft.) divided by 27 = Cubic Yards)

**Example:** 25 ft. X 25 ft. X 5 ft. divided by 27 = 115.7 Cubic Yards

Acres are determined by using this formula. (Length (ft.) X Width (ft.) divided by 43,560 = Acres)

**Example:** 250 ft. X 250 ft. divided by 43,560 = 1.43 Acres

☐ Vegetated Waterbottoms -

Cubic Yards Acres

☐ Wetlands -

Cubic Yards Acres

☐ Non-Vegetated Waterbottoms -

Cubic Yards Acres

☐ Non-Wet Areas -

Cubic Yards Acres

b. **Fill Areas:** (Check ☒ the appropriate box(es) and indicate fill areas in cubic yards and acres using the formulas in Step 10a.)

☐ Vegetated Waterbottoms -

Cubic Yards Acres

☐ Wetlands -

Cubic Yards Acres

☐ Non-Vegetated Waterbottoms -

Cubic Yards Acres

☐ Non-Wet Areas -

Cubic Yards Acres

c. **What fill materials will be used for the proposed project?**

(Check ☒ the appropriate box(es) and indicate the cubic yards for each type of fill material.)

☐ Concrete

Cubic Yards

☐ Rock (rip/rap)

Cubic Yards

☐ Crushed stone or gravel

Cubic Yards

☐ Sand

Cubic Yards

☐ Native material (clay, mud, soil)

Cubic Yards

☐ Topsoil/Dirt

Cubic Yards

☐ Other (Please specify.)

Cubic Yards

Continue to page 6 for more of Step 10.

**Step 10 of 16**  
**continued****How would you describe the proposed project?**

**Note:** For any equipment used, show the access route and construction right of way on the Maps and Drawings.

**d. What equipment will be used for the proposed project?** (Check ☒ the appropriate box(es).)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Airboat                       | <input type="checkbox"/> Bulldozer/Grader        | <input type="checkbox"/> Marsh buggy                       |
| <input type="checkbox"/> Backhoe                       | <input type="checkbox"/> Dragline/Excavator      | <input type="checkbox"/> Other tracked or wheeled vehicles |
| <input type="checkbox"/> Barge mounted bucket dredge   | <input type="checkbox"/> Handjet                 | <input type="checkbox"/> Self propelled pipe laying barge  |
| <input type="checkbox"/> Barge mounted drilling rig    | <input type="checkbox"/> Land based drilling rig | <input type="checkbox"/> Tugboat                           |
| <input type="checkbox"/> Other (Please specify.) _____ |  |  |

☐ Check this box when you have completed Step 10; then proceed to Step 11.

**Step 11 of 16****What impact will the proposed project have?**

**Note:** You will be notified by CMD if a field investigation is required to determine if the proposed project will impact wetlands.

**Note:** Additional sheets may be required to adequately respond to 11a and/or 11b.

**Note:** Providing detailed information at the time of application may expedite processing of your proposal.

**a. What alternative locations, methods and access routes were considered to avoid impact to wetlands and/or waterbottoms?**

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**b. What efforts were made to minimize impact to wetlands and/or waterbottoms?**

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☐ Check this box when you have completed Step 11; then proceed to Step 12.

**Step 12 of 16****What are the requirements for notification of landowners of the proposed project site?**

**Note:** CMD and COE both have mitigation requirements under different laws, rules and regulations; therefore, specific agency requirements may vary.

**a. Are you applying for a Coastal Use Permit?**

- ☐ **NO** (If NO, proceed to Step 13.)  
☐ **YES** (If YES, read the following information.)

**Requirements for Notification of Landowners.**

It is the responsibility of the applicant to notify the landowner(s) of the property about this proposed project. Notification must include providing each impacted landowner with a copy of the permit application (form and plats) at the time the application is submitted to the Coastal Management Division.

While this is a legal requirement to ensure that property owners are aware of proposals which might impact their land, it also serves as a proactive measure to initiate communication between the applicant and the landowner(s), especially when mitigation might be necessary. Since mitigation can be a lengthy process, taking proactive steps early in the process may significantly reduce the time necessary to receive an authorization.

**Continue to page 7 for more of Step 12.** 





## Joint Permit Application *Continued (page 7 of 12)*

### Step 12 of 16 continued

#### What are the requirements for notification of landowners of the proposed project site?

**Note:** If a property has multiple owners with undivided interest in the property, each person owning an interest is considered to be a landowner and must be notified.

**Note:** Additional sheets may be required if there are more than two landowners.

**Note:** Compensatory mitigation is not a monetary settlement to be used at the discretion of the landowner(s).

**Note:** A copy of the "Landowner Compensatory Mitigation Request/Waiver" form is included with this application. To obtain additional copies, visit the CMD website or call:

• 1-800-267-4019  
or  
• 225-342-7591

#### b. Are you the **sole owner** of the property on which the proposed activity is to occur?

- ☐ **YES** (If YES, proceed to Step 13.)  
☐ **NO** (If NO, follow the instructions below.)

Check ☒ the appropriate box(es) and complete the landowner information to attest to CMD that a copy of this application has been sent to all landowners whose property will be impacted by the project.

- ☐ The applicant is an owner of the property on which the proposed described activity is to occur.  
☐ The applicant has made every reasonable effort to determine the identity and current address of the owner(s) of the land on which the proposed described activity is to occur, which included, if necessary, a search of the public records of the parish in which the proposed activity is to occur.  
☐ The applicant hereby attests that a copy of the application has been distributed to the following landowners.

#### Landowner #1:

Name of Landowner \_\_\_\_\_

#### Mailing Address:

Street Address or P.O. Box \_\_\_\_\_

Unit/Apartment # \_\_\_\_\_

City \_\_\_\_\_

Parish \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

#### Landowner #2:

Name of Landowner \_\_\_\_\_

#### Mailing Address:

Street Address or P.O. Box \_\_\_\_\_

Unit/Apartment # \_\_\_\_\_

City \_\_\_\_\_

Parish \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

#### c. Does the proposed activity present potential impacts to vegetated wetlands?

- ☐ **NO** (If NO, proceed to Step 13.)  
☐ **YES** (If YES, read the information below; submit the Landowner Compensatory Mitigation Request/Waiver.)  
☐ **NOT SURE** (If NOT SURE, read the information below; submit the Landowner Compensatory Mitigation Request/Waiver.)

#### Landowner Rights

- The affected landowner(s) whose property may be impacted by the proposed project has(have) the option of requesting that compensatory mitigation be done on their property.
- Once CMD determines that mitigation is required, they will notify the applicant and all affected landowners of the extent and type of habitat impacted. The landowner(s) will be given (30) thirty days to formally request or waive their mitigation option. (This can cause substantial delays in processing of the application.)

#### Applicant Responsibilities

- Coordinate with the affected landowner(s) to develop a conceptual compensatory mitigation plan. This plan should be designed to offset the adverse impacts to vegetated wetlands which will occur from the proposed project. (This can also cause substantial delays in processing of the application.)
- To avoid delays, it is recommended that, prior to sending the application to CMD, you contact affected landowner(s) to:
  - Inform them of possible wetland impacts and discuss their compensatory mitigation rights; and
  - Ask them to indicate their intentions regarding compensatory mitigation on the form.
- Submit the Landowner Compensatory Mitigation Request/Waiver form along with your application.

☐ Check this box when you have completed Step 12; then proceed to Step 13.

**Continue to page 8 for Step 13.**

### Step 13 of 16

#### Why are Maps and Drawings required to obtain a permit?

**Note:** The following websites may provide assistance in completing the Vicinity Map:

- Sonris on CMD website
- MapQuest.com
- Topozone.com

**Note:** For additional assistance with specific requirements, refer to the samples provided in this application package.



**Quality Maps and Drawings are required to process the Joint Permit Application and for Public Notice. They must visually reflect what will be done in the proposed project and are key to the overall evaluation.**

**The following Maps and Drawings must be submitted with the Joint Permit Application and must show both existing and proposed conditions.**

- **Vicinity Map** - Illustrates the location of the proposed project relative to surrounding areas;
- **Plan View Drawing** - Illustrates an overhead view of the proposed project; and
- **Cross Section Drawing** - Illustrates a side view of the proposed project.

**In general, all Maps and Drawings should be:**

- Legible and clearly labeled on single sided 8½ x 11 size paper; (large drawings that are reduced in size to fit the 8½ x 11 format are not acceptable if the scale is no longer accurate and if the dimensions and details are not clear and easy to read after reproduction in the Public Notice);
- Drawn to scale with the scale identified on each drawing; (if you cannot provide Maps and Drawings to scale, you may submit the dimensions of the proposed and existing features of the work area displayed);
- Black and white **ONLY** (Colored Maps and Drawings will **NOT** be accepted);
- Accurate and reproducible;
- Placement of the north arrow, title, legend and scale bar must be consistent on Maps and Drawings; and
- Information provided in Steps 1 through 12 must be consistent with the Maps and Drawings.

**Inadequate or poor Maps and Drawings are the primary reason for delays in the permitting process. Sample Maps and Drawings are provided with this Joint Permit Application package for your assistance.**

☐ Check this box when you have completed Step 13; then proceed to Step 14.

### Step 14 of 16

#### Who needs to certify and sign this application?

**Note:** The application must be signed and dated by the applicant who desires to undertake the proposed activity.

**Note:** If an agent is being used, the applicant and agent must sign and date this application.

**Read the following information. Print your name, sign and date to certify this application for processing.**

- Application is hereby made for a permit or permits to authorize the work described in this application.
- To the best of my knowledge the proposed activity described in this permit application complies with and will be conducted in a manner that is consistent with the Louisiana Coastal Management Program.
- I certify that the information in this application is complete and accurate.
- If applicable, I also certify that the declarations in Step 12, notification to landowner(s), are complete and accurate.
- I will abide by the conditions of the permit or license if issued and will not begin work without the appropriate authorization.
- Permission is granted to the agencies responsible for authorization of this work, or their duly authorized representative, to enter the property site during working hours for inspection purposes.
- If applicable, I authorize the agent identified in Step 2 to act in my behalf as agent for this application and the agent will furnish, upon request, information in support of this application.

Clearly Print Name of Applicant



Applicant Signature

Date

- As the agent, I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

Clearly Print Name of Authorized Agent



Authorized Agent Signature

Date

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

☐ Check this box when you have completed Step 14; then proceed to Step 15.

**Continue to page 9 for Step 15.**





## Joint Permit Application *Continued (page 9 of 12)*

### Step 15 of 16

What fees are required for permit processing and what methods are available for payment?

The following fees apply and must be received in order to process the application.

a. Check ☒ the appropriate box to indicate the fee type: (See the "Glossary" on page 10 for the definitions of terms.)

☐ \$100.00 - Non-Residential

☐ \$ 20.00 - Residential

- If your activity involves dredging or filling, CMD will bill you on the basis of \$.04 per cubic yards for residential uses and \$.05 per cubic yards for all other uses.
- Fees may not apply if the Joint Permit Application is being processed by the local Parish.
- Additional fees may be assessed for mitigation processing.

b. Check ☒ the appropriate box to indicate payment method:

☐ Check/Money Order

☐ Electronic Transfer

☐ Credit Card (Visa or Mastercard only)

☐ Escrow Account

- Make Check/Money Order payable to the Coastal Management Division.
- If you are paying by Credit Card, a surcharge of 2.51% will be applied.
- To pay by Credit Card, Electronic Transfer or Escrow Account, call CMD at 1-800-267-4019 to provide specific account information or provide account information on a separate sheet of paper and include with application.
- Cash is not accepted.

☐ Check this box when you have completed Step 15; then proceed to Step 16.

### Step 16 of 16

How do I submit the Joint Permit Application and Maps and Drawings for processing?

*Note: Please keep a copy of the completed application for your records.*

To submit this permit application, Maps and Drawings and all supporting documentation, select an option below.



MAIL:

Coastal Management Division  
P.O. Box 44487  
Baton Rouge, LA 70804-4487

If you select the MAIL option, submit the original and (7) seven copies of the Joint Permit Application, Maps and Drawings and supporting documentation.



EXPRESS MAIL:

Coastal Management Division  
617 North 3rd Street,  
Suite 1048  
Baton Rouge, LA 70802  
Phone: 225-342-7591

If you select the EXPRESS MAIL option, submit the original and (7) seven copies of the Joint Permit Application, Maps and Drawings and supporting documentation.



FAX:

225-342-6760  
Attention: Coastal Management Division, Joint Permit Application Processing

- Include a cover sheet with the total number of pages; and
- If you select the FAX option, follow-up with one of the mail options to prevent delay if the fax is not legible.
- Payment arrangements should be made prior to faxing your application by calling CMD at 1-800-267-4019.

☐ Check this box when you have completed Step 16; then submit for processing.

Continue to page 10 for the "Glossary of Terms".



## Glossary of Terms

The following information may provide a better understanding of terms that are used throughout this application.

If the terms defined in this section do not help you, please contact CMD at one of the following, 1-800-267-4019 or 225-342-7591.

### Adjacent Landowner

Property owners or lessees whose property is contiguous of shares a common border with that being developed.

### Affected Landowner

The owner of the land on which a proposed activity will occur. If a property has multiple owners with undivided interest, each person owning an interest is considered to be an affected landowner.

### Coastal Use Permit

A permit required by 214.30 of the SLCRMA. The term does not mean or refer to, and is in addition to, any other permit or approval required or established pursuant to any other constitutional provision or statute.

### Compensatory Mitigation

**As defined by CMD**, replacement, substitution, enhancement, or protection of ecological values to offset anticipated losses of ecological values caused by a permitted activity.

**As defined by the COE**, compensating for unavoidable adverse impacts to wetlands by restoring areas to wetlands, creating wetlands, or enhancement of wetlands. Most compensatory mitigation involves purchase of mitigation credits in a private mitigation bank. The amount of credits purchased is dependent on the amount of wetland values that would be lost because of the permitted project.

### Cross Section

A side view of a project area illustrating elevations of features such as natural ground; buildings; bulkheads; piers; and depressions such as waterways, ditches, ponds, etc. Cross sections also show side views of proposed work such as dredging and filling.

### Discharge

The placement or movement of fill or excavated material using methods including, but not limited to dragline or backhoe buckets, bulldozers, front loaders, dump trucks, hydraulic dredge pipes, wheel-washing or prop-washing, jetting, etc.

### Dredged Material (Spoil)

Material that is excavated as part of a specific project.

### Ecological Value

The ability of an area to support vegetation, fish and wildlife populations.

### Excavate

To dig out, remove or move earthen material, or to form a cavity or hole including linear features. Methods include, but are not limited to, draglines, backhoes, bulldozers, front loaders, hydraulic dredges, wheel-washing or prop-washing, jetting, etc.

### Fastlands

Lands surrounded by publicly-owned, maintained, or otherwise validly existing levees or natural formations as of January 1, 1979, or as may be lawfully constructed in the future, which levees or natural formations would normally prevent activities, not to include the pumping of water for drainage purposes, within the surrounded area from having direct and significant impacts on coastal waters.

### Fill Material

Any material including, but not limited to, soil, rocks, sand, clay, construction debris, trees, wood chips, broken concrete and asphalt, etc., whose placement replaces any portion of a waterbottom or wetland with dry land or changes the elevation of wetlands or waterbottoms. This material may come from on-site or be imported from an off-site source.

### Mean High Water

The average position (elevation) of the high water mark.

### Mean Low Water

The average position (elevation) of the low water mark.

### Mitigation

All actions taken by a permittee to avoid, minimize, restore, and compensate for ecological values lost due to a permitted activity.

### Non-Residential

Includes all actions that do not meet the requirements for the *Residential* category.

### Non-Vegetated Waterbottoms

Waterbottoms that lack the presence of rooted vegetation.

### Non-Wet Areas

Any area that has sufficiently dry conditions that indicate hydrophytic vegetation, hydric soils, and/or wetland hydrology are lacking.

### Off-site

Not within or adjoining the area directly modified by the permitted activity and not directly related to implementation of the permitted activity.

### On-site

Within or adjoining the area directly modified by the permitted activity or directly related to implementation of the permitted activity.

### Residential

Any coastal use associated with the construction or modification of one single-family, duplex, or triplex residence or camp. It shall also include the construction or modification to any outbuilding, bulkhead, pier, or appurtenance on a lot on which there exists a single-family, duplex, or triplex residence or camp or on a water body which is immediately adjacent to such lot. Uses which do not fit this definition are non-residential. The Coastal Use Permit application fee for residential projects is \$20.

### Unavoidable Net Loss of Ecological Values

The net loss of ecological value that is anticipated to occur as the result of a permitted/authorized activity, despite all efforts, required by the guidelines, to avoid, minimize, and restore the permitted/authorized impacts.

### Vegetated Waterbottoms

Waterbottoms that exhibit the presence of rooted vegetation.

### Wetlands

For the purposes of §724 (as defined in R.S. 49:21.41), an open water area or an area that is inundated or saturated by surface or ground water at a frequency and duration to support, and under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Under the DNR program, fastlands and lands more than 5 feet above sea level which occur in the designated coastal zone of the state are not considered wetlands under the state's program.

Continue to page 11 for "Parish Contacts". 



## Parish Contacts

The following Parishes have local coastal programs that can provide assistance during the application process.

### Calcasieu Parish

Calcasieu Parish Police Jury  
Office of Parish Planning & Development  
P.O. Drawer 3287  
Lake Charles, LA 70602  
Contact: Pam Sturrock  
Phone: (337) 437-3600  
Fax: (337) 437-4100  
E-mail: pmattingly@cnpj.net

### Cameron Parish

Cameron Parish Police Jury  
P.O. Box 366  
Cameron, LA 70631  
Contact: Tina Horn  
Contact: Myles Hebert  
Phone: (337) 775-5718  
Fax: (337) 775-5567  
E-mail: cppjury@camtel.net

### Jefferson Parish

Department of Environmental Affairs  
1221 Elmwood Park Blvd.  
Suite 1006  
Harahan, LA 70123  
Contact: Marnie Winter  
Phone: (504) 736-6440  
Fax: (504) 736-6445  
E-mail: mwinter@jeffparish.net

Department of Environmental Affairs  
4901 Jefferson Highway  
Suite E  
Jefferson, LA 70121  
Contact: Jason Smith  
Phone: (504) 731-4612  
Fax: (504) 731-4607  
E-mail: jsmith@jeffparish.net

### LaFourche Parish

LaFourche Parish Council  
101 W. 112th Street  
Cut Off, LA 70345  
Contact: Jess Curole  
Phone: (985) 632-4666  
Fax: (985) 632-8653  
E-mail: czm@mobiletel.com

### Orleans Parish

City Hall  
1300 Perdido Street  
Suite 9 W 06  
New Orleans, LA 70112  
Contact: Victoria Caridas  
Phone: (504) 565-7000  
Fax: (504) 565-7915  
E-mail: victoric@new-orleans.la.us

### Plaquemines Parish

Plaquemines Parish Government  
106 Avenue G  
Belle Chasse, LA 70037  
Contact: Andrew MacInnes  
Phone: (504) 392-6690 Ext. 1903  
Fax: (504) 394-9541  
Toll Free: 1-888-784-9541

### St. Bernard Parish

Department of Community Development  
8201 W. Judge Perez Drive  
Chalmette, LA 70043  
Contact: Mike Hunnicutt  
Phone: (504) 278-4308  
Fax: (504) 278-4298  
E-mail: mhunnicutt@st-bernard.la.us

### St. James Parish

St. James Parish Council  
Courthouse  
P.O. Box 106  
Convent, LA 70723  
Contact: Jody Chenier  
Phone: (225) 562-2262  
Fax: (225) 562-2279  
E-mail: jody.chenier@stjamesla.com

### St. Tammany Parish

Department of Engineering  
P.O. Box 628  
Covington, LA 70434  
Contact: Brian Fortson  
Phone: (985) 898-2552  
Fax: (985) 898-5205  
E-mail: brian@stpgov.org

### Terrebonne Parish

P.O. Box 2768  
Houma, LA 70361  
Contact: James Miller  
Phone: (985) 580-8145  
Fax: (985) 873-6439  
E-mail: jmiller@tpcg.org



## Frequently Asked Questions

The following questions and answers may assist you during the application process. For an expanded version of frequently asked questions, visit our website at [www.dnr.state.la.us/crm/coastmgt/cup/cup.ssi](http://www.dnr.state.la.us/crm/coastmgt/cup/cup.ssi).

### What gives the Coastal Management Division (CMD) the right to regulate private property?

CMD does not regulate private property. CMD regulates activities that have a direct and significant impact on state coastal waters. CMD's authority derives from Louisiana Revised Statute 49:214.21 et seq. Visit the legislative website for additional information at <http://www.legis.state.la.us/tsrs/search.htm>.

### How does the Joint Permit Application process work?

Once the application is submitted to CMD, which serves as a central collection point for the application, CMD distributes the application to COE for processing of their permits and to interested parties for their review and comments. CMD and the commenting agencies review the application for conformance with programmatic requirements and look for ways of minimizing impacts to coastal resources. Once consensus is reached, an appropriately conditioned permit is issued.

### Who receives a copy of my Joint Permit Application?

The following agencies/offices receive a copy of your application:

- CMD Permit Section, (two copies);
- Local Programs Section, (if necessary);
- CMD Support Services Staff;
- CMD Field Investigator;
- The Army Corps of Engineers, (two copies); and
- State Land Office.

### How long does it take to obtain a permit?

General permits may be issued in as little as five days, though mitigation and landowner notification requirements typically add several weeks or more to processing. Individual Coastal Use Permits take a minimum of 45 days and can take considerably longer, depending on the complexity of the project and the quality and accuracy of Maps and Drawings.

### How do I check the status of a submitted Joint Permit Application?

Information regarding submitted permits may usually be obtained on the CMD website: <http://130.39.237.83/permit/index.htm>.

### How does CMD protect the information that I provide throughout this application?

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research and Sanctuaries Act, 33 USC 1413. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies. Submission of requested information is voluntary; however, if information is not provided the permit application cannot be evaluated nor can a permit be issued.

### May I submit a Joint Permit Application to the Parish instead of CMD?

If your project is in a parish with an approved Local Coastal Program, you may submit your application to either the approved local program or CMD.

### What other permits may be required?

If your project involves dredging or filling of wetlands you may need a Water Quality Certification from the Department of Environmental Quality. Other approvals may be required but are not limited to the following:

- State Land Office;
- Department of Wildlife and Fisheries;
- Department of Culture, Recreation and Tourism;
- Department of Transportation and Development; and/or
- Department of Health and Hospitals.

These agencies will notify you of their requirements as part of the Joint Public Notice process.

### When I receive my permit from CMD, may I begin work?

This determination does not eliminate the need for the applicant to obtain a permit from the COE, including any required mitigation, as well as any approvals or permits required any local authority or agency or by any state or federal agency, as may be required by law for said activity or the construction of the referenced project.

### How may I receive an extension for a permit?

If you have not begun work on your project within two years of the date of permit issuance, the initiation period can be extended for an additional two years if you submit a request to CMD no less than sixty days and no more than one-hundred and eighty days before the initial two year period expires. The expiration date cannot be extended.

### If I began my project without a permit, what will happen?

CMD processing of any pending Joint Permit Application for the project will be suspended until the violation is resolved. You may be required to remove any structures installed and restore any impacted habitat. You may be subject to fines of up to \$12,000 and may be jailed up to six months. The penalties assessed by the Army Corps of Engineers may be significantly more expensive and more complicated.

### Did I break the law if I have already done some clearing?

A field investigation and project evaluation will be required to determine the extent of any impacts and whether or not you have violated any laws. Contact CMD at 1-800-267-4019 for assistance.

### What is Section 10 of the Rivers and Harbors Act?

Section 10 of the Rivers and Harbors Act of 1899 prohibits the obstruction or alteration of navigable water of the United States without a permit from the U.S. Army Corps of Engineers.

### What is Section 404 of the Clean Water Act?

Section 404 of the Clean Water Act prohibits the discharge of dredged or fill material into waters of the United States without a permit from the U.S. Army Corps of Engineers.

### How do I receive additional information on the Joint Permit Application process?

For additional information regarding the Joint Application Process, contact CMD at 1-800-267-4019 or visit the website at: [www.dnr.state.la.us/crm/coastmgt/cup/cup.ssi](http://www.dnr.state.la.us/crm/coastmgt/cup/cup.ssi). You may also contact the Army Corps of Engineers at 504-862-2766 or visit the website at: [www.mvn.usace.army.mil/ops/regulatory](http://www.mvn.usace.army.mil/ops/regulatory).